

**NEW YORK WING, CIVIL AIR PATROL
VEHICLE REPAIR REQUEST**

Vehicle ID	Group Name	Location of Vehicle		Date
Name & Position of Contact		Day Time Phone	Night Time Phone	E-Mail Address
Brief Description of Problem:				
Brief Description repair requested:				
Date of last oil change		Mileage at last oil change		
<p align="center"><u>INSTRUCTIONS</u></p> <ul style="list-style-type: none"> • Attach one estimate from a New York State license repair shop, preferably a national chain. • Forward the estimate with this form to NYW -LGT. • No repair may be done prior to authorization. • Repairs done without authorization will <u>NOT BE</u> reimbursed. • All repairs must be completed within 20 days after authorization. • The original receipt must be sent to NYW -LGT and a copy placed in the vehicle log-binder. • Groups are responsible for payment to the repair shop. New York Wing Hq. will reimburse the group after receiving reimbursement from CAP National HQ. • Groups that do not follow this procedure may not be reimbursed. • Groups are responsible for routine repairs. • Groups must be able to show that vehicle has been properly maintained. • Groups will be responsible for all repairs that results from misuse or neglected of vehicle. 				
Group Commander's or Designee Signature		Group Commander's or Designee Name, Grade, Title		Date
FOR WING USE ONLY				
Date requested received at wing				
Action Taken:				
Date requested was forward to LO's office				
Date of National's approval		Control Number		
Date authorization was given to the group				
Date original receipt was received at NYW-HQ				
Date original receipt was mailed to NHQ-LGT				
Date payment was received from national				
Date payment was sent to the group		Check Number		

